



Empowered Lives.
Resilient Nations.

Terms of Reference
Ref: PN/FJI-038-18

Consultancy Name: SIDS SDG Exchange Lead (Revitalization Phase 1)

Project Name: Regional SDG Project

Duty Station: Suva, Fiji

Duration of the Contract:

- 60 days
- 20 August 2018 to 20 November 2018

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to etenderbox.pacific@undp.org no later than **14th August, 2018 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

Objectives:

The SIDS SDG Exchange is an online hub for a community of individuals and organisations to come together to share, explore, create, problems-solve ideas and issues relating to the implementation of the 2030 Agenda and the SDGs, in the Pacific, and Small Islands Developing States (SIDS) globally.

The objective of the first phase of an ongoing revitalisation project is to update the site, introduce improved functionality and user design, establish a new structure for the site and start up 3-4 new communities. In parallel the project is also focused on establishing new partnerships to support the site, and increasing the membership base.

The overarching goal for the SIDS SDG Exchange is to be the key online tool, resource and network for those working on SDG and national/regional development implementation in SIDS.

Background

- The SIDS SDG Exchange is hosted by UNDP in the Pacific. The site was established in 2010, and has a membership of just over 1000 participants. The site is centered around a Pacific climate change community.
- The current project is focused on revitalizing the site and membership, establishing new partnerships and creating new communities capturing the full scope of the SDGs.
- The project is underway, but the coordinator will have a large role to play in the development of the site, its functions, collaborators and direction going forward.

Scope of work/Output Areas

- Anchor the growth and revitalisation of the SIDS SDG Exchange (10 days)
- Identify and establish durable partnerships to increase the relevance and utility of the SIDS SDG Exchange (10 days)
- Promote the SIDS SDG Exchange to key stakeholders, and increase the membership base (10 days)
- Support the restructuring of the site to reflect the SDGs, and oversee the introduction of 3-4 new communities/discussion areas (5 days)

- Establish key processes and procedures for the SIDS SDG Exchange (10 days)
- Moderate discussions, coordinate responses and prepare draft knowledge notes (5 days)
- Develop a SIDS SDG Workplan for 2019 covering site developments, partnerships & promotion, new focus areas, membership growth, innovation and resourcing (5 days)
- Establish a set of ongoing metrics and performance targets for the site (2 days)
- Document the project by way of case study/short presentation (3 days)

Resources Provided

- Workstation and Internet access are provided at the UNDP Office, Kadavu House, Suva

Supervision/Reporting

- Deputy Team Leader Inclusive Growth; Team Leader Inclusive Growth

Requirement for Qualifications & Experience

- Masters/Bachelors degree in development, communications or a field relevant to development in the SIDS context and relevant work experience in development, communications and/or research.
- Demonstrated experience and ability to build networks, develop partnerships and interact with leaders and decision makers
- Excellent written and verbal communication skills, ability to professionally present information, and act as an ambassador for the project
- Excellent research and reporting skills
- Experienced at working at facilitating technical experts, and communicating technical information in a succinct, accessible and modern style
- Knowledge of the Pacific region, Agenda 2030, and the SDGs
- Web development/design, Agile methodology, social media skills would be an advantage

Payment Schedule (if required):

Payment 1 & 2:

Monthly report on progress towards:

- updating the SIDS Knowledge Exchange platform,
- improved functionality and user design,
- the establishment of a new structure for the site and start up 3-4 new communities, and
- establishment of new partnerships to support the site, and increasing the membership base.

Payment 3:

Monthly report (as above) and submission of a SIDS SDG Exchange Workplan for 2019

3 payments;

1 at the end of each month of the contract duration

Evaluation

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Evaluation Criteria	Score
Masters/Bachelors degree in development, communications or a field relevant to development in the SIDS context and relevant work experience in development, communications and/or research.	10%
Demonstrated experience and ability to establish/build web-based knowledge exchange networks, develop partnerships and interact with leaders and decision makers	20%

At least 5 years of experience in moderating discussions on human development, coordinating responses and preparing knowledge notes;	20%
Experience in promoting knowledge exchange platforms to new partnerships to support the site and increasing the membership base.	20%

Financial Proposal – 30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Proposal Submission

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 3 referees**
- ii) **Cover letter setting out:**
A statement of how the applicant meets the qualifications and experience requirements.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)

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Women candidates are encouraged to apply